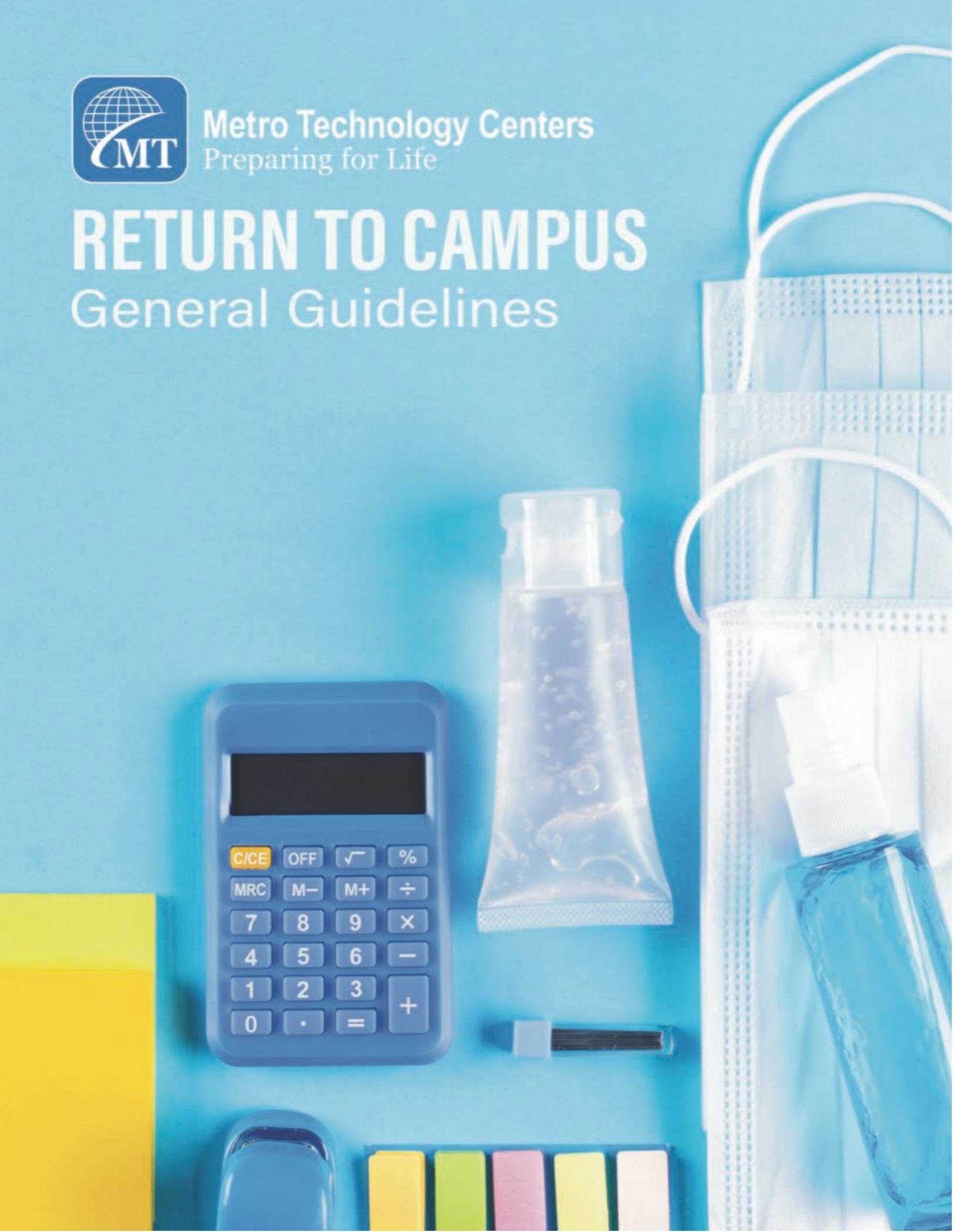




Metro Technology Centers  
Preparing for Life

# RETURN TO CAMPUS

## General Guidelines



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# A LETTER FROM METRO TECHNOLOGY CENTER'S SUPERINTENDENT

## **To Students, Staff, and Stakeholders,**

As Oklahoma and the entire United States continue to combat the COVID-19 outbreak, we have worked with state and local officials to deploy a phased-in approach to reopening Metro Tech safely. Our primary goal is to protect the safety of our staff and students. We have structured our Return to Campus Plan to bring employees and students to campuses with an abundance of caution. Below is a recap of our actions to include a timeline leading to the first day of school.

- May 3rd, we deployed a minimum number of essential staff members to begin working on campus to meet the demands of business continuity. For their safety, we established a screening station to take temperatures of any person cleared to enter our buildings.
- June 22nd, staff members worked two (2) days in the office and three (3) days from home. Supervisors worked with Human Resources to provide a staggered schedule. Offices and conference services remained closed to the public. A screening station continued to take temperatures of all people cleared to enter our buildings. Employees were required to wear a cloth face covering when working within 6 feet of other employees or customers. Due to renovations, some departments continued to work from home. HR and supervisors notified individuals accordingly. Our 12-month instructors returned to class to prepare for a 12-month students' return on July 6th.
- June 29th, a staggered schedule continued for all 12-month staff. Staff members were not allowed to gather in common areas. Buildings re-opened to the public by appointment ONLY. Conference Services Center events remained closed for public bookings. A screening station continued to take temperatures of all people cleared to enter our building. Our 11/12-month Instructors and Site Directors worked together to ensure social distancing was maintained as 12-month students prepared to return to class.
- July 6th, 12-month students returned to class. Buildings continued to be closed to the public. Conference services remained closed to the public. Onsite ACD and BIS classes continued to be offered off-site only.

- July 27th, 10/11 Month Instructional staff will return at a full-time capacity. They will stagger schedules to return to their classrooms as needed
- July 30th, 10-Month Technical and Bus Drivers will return at a full-time capacity.
- August 10th School Begins

**This plan is subject to adjustment as the situation progresses.**

The 2020-21 school year will begin August 10th. Due to the uptick in COVID-19 cases in Oklahoma County, Metro Tech's classes will begin the year in a Hybrid Personalized Blended Learning Format. This offering takes into consideration social distancing, the need to flex schedules and the desire to work remotely. Teachers are working to design a personalized hybrid schedule for each student enrolled in our CTE programs for the fall. We will continue to evaluate a safe start time for 100% in person learning. The safety of our teachers and students are paramount to this plan. In addition, our teachers are prepared to shift to one of three learning formats. It is important to note, when the district returns to 100% in person classroom learning, the district has the flexibility to move classes/programs to remote learning for 14 days if a student/teacher tests positive for COVID-19. District leaders will work with partner schools to accommodate their scheduled learning plans. Updates will be made as the public health crisis changes. Incoming students will be contacted to identify transportation, IT, and internet needs.

Again, thank you for your flexibility and understanding as we navigate the rapidly changing circumstances of this pandemic. The health and safety of students and staff members is always the top priority at Metro Technology Centers. We will continue to do everything possible to comply with the latest recommendations and guidelines from the Centers for Disease Control (CDC), as well as state and local health agencies. We will share more information as it becomes available.

Respectfully,

Aaron Collins

## Our Mission

Metro Technology Centers prepares people for successful employment and life in a global society.

## Our Vision

Metro Technology Centers will be recognized as a strategic partner in economic development by preparing a high-quality workforce.

## Our Core Values

- Customer-focused
- Learning-centered
- Accountable and ethical
- Innovative
- Nurturing, sensitive and supportive
- Dedicated to continuous quality improvement
- Agile and Flexible

## Our Core Competencies

- Career and technical training
- High Skill/high wage
- A holistic approach to education

# ACKNOWLEDGMENT

Dedicated members of the Metro Technology Centers' staff served as facilitators and contributors to the Reopening of Metro Technology Centers.

## **DISTRICT EMERGENCY RESPONSE TEAM**

- Stephanie Bills, Ed.D., NIMS Incident Commander, Associate Superintendent
- Sara Collins, M.Ed., Chief Officer of Instructional Campuses
- Randa Pirrong, M.Ed., NBCT, Chief Officer of Instructional Excellence
- Cindy Friedemann, M.Ed., NIMS District Public Information Officer
- Amber Reid, M.Ed., SPHR-CPR Director, Human Resources
- Melanie Stinnett, B.A., Chief Officer of Environmental Safety and Regulatory Affairs
- Laura Belden, M.S., NIMS Coordinator, Environmental Safety Coordinator
- Derek Lollis, M.Ed., Chief Officer of District Operations
- Mary Craft, M.Ed., NBCT, SPHR-CPR Chief Officer, Human Resources

# MTC'S QUALITY COMMITMENT

Metro Technology Centers provides the highest quality programs and services, enabling students to succeed in their chosen career field. (Board Policy BP-1007)

# METRO TECHNOLOGY CENTERS' QUALITY POLICY

Metro Technology Centers provides the highest quality programs and services, enabling students to succeed in their chosen career field. We are committed to comply with requirements and continually improve the effectiveness of teaching, learning, and the quality management system, based on customer needs and expectations. (Board Policy BP-1007)

# TIMELINE FOR RE-OPENING

- **May:** Assessment Survey: Teachers released a survey to incoming full-time students to identify technology needs.
- **June and July:** Summer Engagement: Students enrolled in full-time programs for FY21 are contacted to assist with equipment needs and assistance with learning plans.
- **July and August:** Professional Development is provided for first responders, faculty and staff on appropriate procedures and for safety guidelines. Faculty and staff will prepare to manage and meet the responsibilities for the new processes and protocols for the new school year. Professional Development Training is constructed in collaboration with Human Resources, Professional Development, and the Instructional Leadership Team and the content will follow the guidelines of CDC and local/state health officials. Support staff members will be provided the recordings of all meetings so that the district is fully informed of the expectations.
- **July 24th:** August 9th: Teachers will prepare for Hybrid Personalized Blended Learning, 100% Remote Online Learning, and 100% In Person Classroom Learning. Although as of 7/15/2020, MTC will begin school August 10th utilizing Format 1 the Hybrid Personalized Blended Learning.\*

**Note: Learning formats will be determined and implemented based upon the Oklahoma State Department of Education recommendations based on the Oklahoma State Department of Health County Risk Level Color-Coded Map**

## METRO TECHNOLOGY CENTERS WILL BEGIN LEARNING IN **FORMAT 1** ON AUGUST 10, 2020

<b>FORMAT 1</b> <b>FLEXIBLE BLENDED LEARNING</b>	<b>FORMAT 2</b> <b>IN-PERSON CLASSROOM LEARNING ONLY</b>	<b>FORMAT 3</b> <b>REMOTE ONLINE LEARNING</b>
<p>Include components of Format 2 and Format 3 in a personalized hybrid scheduled</p> <p>Flex schedule available</p> <p>Only available if it meets the accreditation guidelines for the CTE Program</p> <p>Must be approved by sending school, district, teacher, parent/guardian, student and partner school</p> <p>Full time, AM/PM Sessions</p> <p>Transportation Provided upon Request</p>	<p>Face-To-Face on campus engagement with peers and teacher</p> <p>Access to on campus lab and learning equipment</p> <p>Ability to utilize on campus technology and internet to connect with instruction</p> <p>Access to online Learning Management System customized for each CTE Program</p> <p>Full time, AM/PM Sessions</p> <p>Transportation Provided upon Request</p>	<p>Supervised by CTE Teacher</p> <p>Scheduled online Class Sessions</p> <p>Technology and Internet Provided</p> <p>Ability to interact online with teacher and peers</p> <p>Online communication between teacher and parent, with regular updates provided</p> <p>Access to online Learning Management System customized for each CTE Program</p> <p>Full time, AM/PM Sessions</p>

- **August 7th:** Pick-Up Packets and Meet the Teacher: This will be a time for students to pick up bus schedules, learn about the campus, safety protocols, and meet the teacher. Packet Pick-Up is not mandatory. Teachers will stagger schedules so that students will avoid large groups. Parents are welcome to come and see the learning space and ask questions regarding safety protocols. Face coverings will be required.
- **August 10th:** Metro Technology Centers will begin classes online August 10th. There is flexibility on the start date for partner schools, as some schools have opted for later start times. Teachers and staff will work to accommodate students needing a late start date. Equipment will be checked out to students approximately two weeks after the start of school. Transportation will be available in Format 1 and Format 2.  
**If partner schools opt to have a start time after August 10th, then students must contact their MTC Teacher for further guidance.**

## REQUIREMENTS FOR MTC STUDENTS & VISITORS AS THEY RETURN TO CAMPUS

While on MTC's campuses, all students and visitors must adhere to the guidance issued by the Centers for Disease Control and Prevention (CDC) to prevent the spread of the Coronavirus (COVID-19).

**This guidance includes:**

**Daily Health Screening:** Before coming onto campus, students or their guardians must complete the self-screening Metro Tech text alert or email to assess symptoms and exposure to the COVID-19 virus for the student. The CDC guided self-screening must be cleared for the student to be allowed onto campus.

- **COVID-19 Symptoms:** Students will not be cleared to come to campus if they are experiencing or have experienced and COVID - 19 symptoms in the past 24 hours that aren't explained by a known prior condition, such as allergies or migraines. If they begin experiencing COVID - 19 symptoms while at school, students must immediately report this to the instructor/teacher. They must leave campus and are advised to seek medical assessment and stay home to protect the health and safety of themselves and others. COVID-19 symptoms Include:

- Fever of 100.4 degrees or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- **Temperature Screenings:** All students and visitors will have their temperature screened at a designated temperature check station and be issued a color wrist band to be worn for the entirety of the day while on a Metro Tech campus. If a person has a fever of 100.4 or above, they will not be given a color wrist band nor admitted into the building. They will be asked to leave campus. The Site Director will contact the parent/guardian of a minor student so that they can make arrangements for the student to return home.
- **Social Distancing:** All students and visitors must practice 6 ft. social distancing when in the presence of others in the buildings or on the campus grounds.
- **Cloth Face Coverings:** CDC recommends the wearing of cloth face coverings in public settings. Face masks/cloth face coverings must cover the nose and the mouth and fit snugly on the face with no gaps. We require students and visitors to follow these guidelines and wear face coverings at all times while in MTC buildings and outside when 6 foot social distancing is not possible. Refer to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html> for more information about CDC recommendations of cloth face coverings/face masks. We understand that some individuals cannot or should not wear a cloth face covering due to medical reasons. If a student needs to request an exception to wearing face covering while at Metro Tech, they must contact their Site Director prior to coming onto campus.
- **Gloves:** CDC does not recommend the wearing of gloves by the general population in non-medical settings. If you wish to wear gloves, it is your option but not an MTC requirement.
- **Common gathering areas:** Common gathering areas are defined as areas or equipment shared by more than one student or guest. Congregating in common areas is highly discouraged. When doing so, social distancing must be maintained. Upon entry, before touching any shared equipment or surfaces they should be wiped down with disinfecting wipes or spray that is provided. Upon leaving, you should once again wipe down any shared equipment or surfaces.
- **Enter and Exit:** Enter and exit the building at the entrance assigned by the Site Director or campus contact.

- **Disinfection:** In the classroom, frequently and upon leaving, use the antiviral wipes provided to clean the “high touch surfaces” assigned for use during class time. High touch surfaces include desks, laptops, keyboards, etc. MTC will provide wipes and/or disinfectant spray.
- **Healthy Hygiene:**
  - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.
  - Avoid using other individual’s phones, writing utensils, books, desks, or other work tools and equipment.

## HEALTH AND HYGIENE REQUIREMENTS FOR TRANSPORTING STUDENTS

District provided transportation is incumbent upon the parent/guardian and students’ compliance with CDC and District approved COVID-19 self-screening measures prior to boarding any Metro Technology Centers bus or other Metro Tech vehicle. Parents must screen students for any signs/symptoms which could be related to COVID-19. CDC and district approved self-screening measures include:

- **Daily Health Screening:** Before boarding the bus, students and/or their guardians must complete for the student the self-screening Metro Tech text or email for symptoms and exposure to the COVID-19 virus. The CDC guided self-screening must clear the student to be allowed onto the bus. The CDC self-screening questionnaire includes the following questions.

**Today or in the past 24 hours, have you had any of the following symptoms:**

- Fever of 100.4 degrees or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

## COVID-19 updated 2-16-21

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In the past 14 days, have you been in close contact with a person know to be infected with the novel coronavirus (COVID-19)
- Have you tested positive for COVID-19 In the past 10 days or are you currently waiting for test results

Due to the elevated risk of disease transmission in the close confines of a bus; Bus Drivers, Bus Assistants and passengers must wear face coverings. Face coverings will be made available on buses by Metro Tech. We understand that some individuals cannot or should not wear a cloth face covering due to medical reasons. If a person needs to request an exception to wearing face covering while riding a bus, they must contact their Site Director prior to riding the bus.

### **Riding on a Metro Tech bus:**

- Before entry onto a Metro Tech bus is allowed, the bus driver will take the student/passenger's temperature. If their temperature is below 100.4 degrees F, the bus driver will issue a color coded wrist band to the student which is to be worn that day while on the bus and on campus. If a student is found to have a fever of 100.4 F or above, they will not be allowed to enter the bus. The bus driver will notify the Bus Supervisor who will contact the parent/guardian so that they can make arrangements for the student to return home.
- A cloth face covering must be worn at all times while on the bus.
- Proper social distancing will be used to the fullest degree possible. Once a seat is selected, the rider must remain in the same seat until their trip has reached its final destination.
- No passengers will be allowed in the two front seats nearest to the bus driver.
- Every bus will be properly cleaned and sanitized after each bus route.
- Weather permitting, windows will be lowered to allow the circulation of fresh air in the bus.
- District vehicles will be wiped down to clean common touch points in between routes.
- Vehicles will be thoroughly cleaned at the end of each route using EPA approved cleaning agents and methods to allow sufficient contact time for the cleaning agent to neutralize any pathogens. Metro Tech is using the aerosolized method for applying disinfecting solutions.
- Every effort will be made to ensure buses and district vehicles are as clean and safe as possible.

- Due to the challenges associated with maintaining social distance in a bus or vehicle, parents may elect to transport their student(s).

## STUDENTS IN THE CLASSROOM AND LABS

Site Directors will work with teachers and custodians to ensure classrooms and labs are fully sanitized after each use. The safety precautions will be communicated with all students and they will be held accountable for following all guidance as established by the district. The following actions have been taken to ensure classrooms and labs are safe and students are ready for learning:

- Multiple health and safety measures are implemented at each site.
- All students will be issued devices in preparation for remote learning.
- There is increased utilization of technology in order to be flexible and retain the ability to adapt should state officials determine there's a need to do so.
- Daily health self-screenings are required for every student and staff member
- Daily temperature checks are conducted for every student and staff member
- Each student and staff that clears the temperature screening is issued a color coded wrist band for that day that must be worn for the entire time on campus.
- Screening of all visitors via health attestations and temperature checks are conducted.
- Deep sanitation of campus areas, including high-touch, high-use areas, is conducted on a daily basis by custodians. Metro Tech is using the aerosolized method for applying disinfecting solutions. EPA approved cleaning agents and methods are used to allow sufficient contact time for the cleaning agent to neutralize any pathogens.
- Hand sanitizer is available in each classroom and each entrance to the buildings.
- Procedures and protocols to ensure physical and social distancing in classrooms, breaks, and during arrival and departure times is implemented by teachers and site administrators.
- Bathroom use is limited to one person at a time.
- Public water fountains are covered and their use prohibited.
- Face shields are provided for those staff members whose job requires extreme close proximity with students in addition to their face covering.
- Face covering use is required for all staff.
- Face coverings are required for all students and will be available from Metro Tech if a student does not have one that meets CDC guidelines.

# HEALTH AND HYGIENE REQUIREMENTS FOR MTC EMPLOYEES DURING THE COVID-19 PANDEMIC

The following requirements shall be used by all Metro Technology Centers employees who work on-site during the time of the COVID-19 Pandemic.

**Medical Screening:** All employees will be required to complete a medical screening survey provided by MTC Human Resources Department to determine if they meet guidelines for returning to work. **Exposure Notification:** Staff who test positive for COVID-19, suspect they are infected with the virus that causes COVID-19, or experience symptoms listed below must immediately notify their supervisor and complete the COVID-19 Exposure Report Form and/or COVID-19 Symptom Report Form found on both KALMS and at [www.metrotech.edu](http://www.metrotech.edu). Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases.

**The following symptoms may appear 2-14 days after exposure and include:**

- Fever of 100.4 degrees or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Illness or Exposure:** Employees must not work on-site if they are ill (including the symptoms listed above), have been exposed to, or live with someone who has been diagnosed with the COVID-19 virus. In the event an employee becomes ill while on campus or becomes aware of an exposure, the employee will contact their supervisor by email, phone, or text immediately to make notification and depart the worksite. The employee must

also complete the COVID-19 Symptoms Report and/or the Exposure Report form found on both KALMS and at [www.metrotech.edu](http://www.metrotech.edu).

**Hygiene Practices, all employees are to follow these hygiene practices:**

- Stay home when you are sick, except to seek medical care
- Social distance (6 feet of separation or “two arms-length” from others)
- Cover cough or sneezes with a tissue; throw the used tissue in the trash and immediately wash hands
- Wear a face covering that covers both your nose and mouth
- Do not touch your eyes, nose or mouth with unwashed hands
- Clean and disinfect frequently touched objects and surfaces
- Wash your hands often with soap and water for at least 20 seconds

**Hand Hygiene:**

- **Wash hands:** Wash hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating.
- **Soap and water:** Soap and water are the best options if hands are visibly dirty.
- **Hand sanitizer:** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.

**COVID-19 Vaccination:**

- Metro Tech encourages all employees to receive the COVID-19 vaccine when the vaccine becomes available for their particular Phase group.

## EMPLOYEE PROCEDURES FOR RETURNING TO ON-SITE WORK

**Daily Health Screening:** Before arriving to work, employees must complete the daily self-screening Metro Tech text or email for symptoms and exposure to the COVID-19 virus. The CDC guided self-screening questionnaire must clear the employee in order for them to be allowed onto campus. The CDC self-screening questionnaire includes the following questions.

**Today or in the past 24 hours, have you had any of the following symptoms:**

- Fever of 100.4 degrees or above
- Chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In the past 14 days, have you been in close contact with a person know to be infected with the novel coronavirus (COVID-19)
- Have you tested positive for COVID-19 In the past 10 days or are you currently waiting for test results
  
- **Temperature:** All employees, no matter which site they work at, must first report to a temperature check station on the campus before entering any Metro Tech building. Touchless temperature screening will be conducted at the temperature check stations. If an employee has a temperature of 100.4 degrees Fahrenheit or higher, the employee will not be allowed to remain on campus. If the employee's temperature is below 100.4 degree F, they will be issued a color coded wristband for that day which they must wear for the entirety of their time on campus. During the temperature screening the employee will be within 6 feet of a check station attendant, and a cloth face covering for nose and mouth is required.
- **Gloves:** CDC does not recommend the wearing of gloves by the general population in non-medical settings. If you wish to wear gloves, it is your option but not an MTC requirement.
- **Cloth Face Coverings:** Face coverings are required at all times except when working alone in your own office/area or outside at a distanced of greater than 6 feet from other people. Face masks/cloth face coverings must cover the nose and the mouth and fit snugly on the face with no gaps. Refer to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html> for more information about CDC recommendations of cloth face coverings/masks. We understand that some individuals cannot or should not wear a cloth face covering due to medical reasons. If an employee needs to request an exception to wearing face covering while at Metro Tech, they must contact the Human Resources office our prior to coming onto campus.

- **Social Distancing:** Limiting close face-to-face contact with others is the best way to reduce the spread of COVID-19. All employees must practice social distancing, 6 feet or more distance from others, in the buildings and on the grounds. Any exchange of mail, documents, etc. should be arranged to avoid any face-to-face contact. Employees are NOT to share vehicles with other employees, students, contractors or vendors. The exception to this is if they share the same household.
- **Common areas:** Common areas are defined as areas or equipment shared by more than one employee. These areas include corridors, meeting rooms, break rooms and shared copy machines and equipment. Upon entry in a common area, you should wipe down with disinfecting wipes or spray any shared equipment or surfaces before touching those items. Upon leaving, you should once again wipe down any shared equipment or surfaces. Employees are not allowed to congregate in common areas. When more than one person is in a common area, social distancing is required.
- **Work areas/schedule:** To limit contact between employees, you have been provided a specific work schedule. Please follow your schedule for the protection of all employees. Enter the campus building at your scheduled time and leave the building at the end of your assigned work shift. Remain in the designated work area(s) assigned to you by your supervisor. Avoid visiting in person with others. Utilized Zoom meetings and phone calls when communication with others is necessary.
- **Enter and Exit:** Enter and exit the building at the entrance assigned to you by your supervisor.
- **Disinfection:** Upon entering and leaving, use the disinfecting wipes provided to clean all “high touch surfaces” you used during the workday. High touch surfaces include doorknobs, work surfaces on tables or desks, shared equipment, copying/business machines, light switches, bathroom faucets, etc. MTC will provide wipes and/or disinfectant spray. Custodians will perform deep cleaning regularly. Metro Tech is using the aerosolized method for applying disinfecting solutions. EPA approved cleaning agents and methods are used to allow sufficient contact time for the cleaning agent to neutralize any pathogens.
- **Guests on campus:** Employees coming into campus buildings will not be allowed to bring others with them unless approved by their supervisor and the Human Resources department.

## SUPERVISORS PROCEDURES FOR PREPARING AND GIVING OVERSIGHT TO ON-SITE EMPLOYEES AS THEY RETURN TO WORK

**Supervisor procedures for on-site employees:**

Supervisors will develop on-site work schedules for their employees that allows for minimal presence with other employees so that social distancing can easily be achieved. They will encourage their employees to social distance from other employees and encourage meetings via Zoom, phone calls or socially distanced if in person.

**Supervisors will also:**

- Ensure that employees follow all provisions outlined above.
- Ensure that employees are provided disinfecting materials for use in their office spaces and common areas.
- Ensure that the **Procedures for Response to Positive COVID-19, Symptomatic or Exposed Students, and Employees** are followed.

## PROCEDURES FOR RESPONSE TO A POSITIVE COVID-19, SYMPTOMATIC OR EXPOSED STUDENTS AND EMPLOYEES

**NOTE:** Metro Technology Centers will use the following terminology in this document

Tier 1 person - a COVID-19 positive case

Tier 2 person - a person that has been in close contact with a Tier 1 person

Tier 3 person - a person that has or believes they may have been in contact with a Tier 2 person

Close contact is defined as any of these -

- distance of less than 6 feet for a cumulative total of 15 minutes or more over a 24-hour period (whether wearing cloth face coverings or not)
- contact with a person's respiratory droplets, such as, a sneeze or cough
- direct physical contact with, such as, a handshake or hugging
- sharing eating or drinking utensils or items

CDC Guideline Update for Quarantine -

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.

**Response Scenarios**

**1) A Metro Tech employee or student has been identified as a Tier 1 person, a person positive for COVID-19.**

- a) An MTC Contact Tracer is notified either through the MTC Daily Self-Screening Alert, the MTC COVID-19 Exposure Report Form or Symptom Report Form or by other means.
  - i) The MTC Contact Tracer will follow CDC Contact Tracing Guidelines and confer with the OSDH Contact Tracing representative when needed to determine the best course of action.
  - ii) The Tier 1 person, must follow the OSDH guidelines of home isolation and care and will only be allowed back to Metro Tech when
    - (1) At least 24 hours have passed with no fever (without the use of a fever suppression medication)  
**AND**
    - (2) Symptoms have improved **AND**
    - (3) At least ten days have passed since symptoms first developed.
- b) MTC Contact Tracer will follow the MTC Contract Tracing Flowcharts and will communicate with employee or student to determine if they had been at Metro Tech during their infection period and if so, if they were in close contact with anyone while at Metro Tech. Tier 2 students and employees identified will be notified by an MTC Contact Tracer, dismissed to go home and may be contacted by an OSDH Contact Tracer.
  - i) MTC will follow the advice of the local health officials concerning school closure.
  - ii) When it is deemed necessary, the Chief Officer of Instructional Sites will contact all sending school principals or COVID contacts that are potentially affected.
- c) Tier 2 persons are to quarantine at home and are advised to follow CDC guidelines. This includes checking their temperature twice a day and watching for the development of COVID-19 symptoms.
  - i) Online learning and remote work are implemented during this time for the Tier 2 persons.
  - ii) If the Tier 2 person develops COVID-19 symptoms during their quarantine, they should contact their health provider and follow their recommendations.
  - iii) If the Tier 2 employee that develops COVID-19 symptoms during their quarantine becomes too ill to continue their remote work, they must contact HR and their supervisor.
  - iv) A Tier 2 persons that develops COVID-19 symptoms during their quarantine can return to MTC when
    - (a) At least 24 hours have passed with no fever (without the use of a fever suppression medication) **AND**
    - (b) Symptoms improved **AND**
    - (c) At least 10 days have passed since symptoms first developed.
- d) A Tier 2 persons that does not develop symptoms can return to MTC when

- (1) They have quarantined for 14 days.

When a Tier 1 person has been identified to have been in a Metro Tech building and once all the Identified Tier 2 persons have been contacted, the Superintendent may notify all Metro Tech employees, students and parents of the Information. Metro Tech may also send out a press release.

**2) A student or visitor arrives at school with a fever of 100.4 degrees or above, OR a student/visitor notifies school staff that they are feeling ill with potential symptoms of COVID-19, OR teacher/staff notices a student visitor displaying potential symptoms of COVID-19.**

- a) If a fever of 100.4 degrees or above is measured at the temperature check station, the attendant will tell the student/visitor to step to the side, six feet away from anyone in the area. To ensure the elevated temperature reading was not caused by elevated ambient temperature, the attendant will retake that person's temperature after they have acclimated to the indoor air space, approximately five minutes. If after the retake, the temperature is still at 100.4 degrees or above, the attendant notifies the Site/Assistant Site Director immediately by phone. They do not leave their post at the temperature check station.
- b) If the potential COVID-19 symptoms are observed during the school day, the teacher/staff will notify the Site/Assistant Site Director immediately by phone.
- c) If the Site/Assistant Site Director is not available to accompany the ill student, they will contact an MTC COVID Responder for that site. That list is kept on KALMS.
- d) The Site/Assistant Site Director or the MTC COVID Responder accompanies the ill student/visitor to the designated Symptom Monitoring Room for that site. That list is kept on KALMS and noted below.
  - i) The person accompanying the ill student/visitor MUST:
    - (1) Wear a face-covering and face shield and will provide a face covering to the ill student/visitor if they do not have one.
    - (2) Wear disposable gloves if contact with the ill student/visitor is necessary.
    - (3) Maintain social distance as much as possible.
    - (4) Takes the student's/visitor's temperature, does a visual assessment, and asks the student/visitor how they are feeling. This information is recorded on the COVID-19 Symptom Report form found on KALMS. That form is submitted to HR.
    - (5) A COVID Responder will monitor the ill student/visitor until the Site/Assistant Site Director releases the Responder of that duty.
    - (6) Properly disposes of all used PPE and thoroughly washes their hands.
- e) The Site/Assistant Site Director notifies Chief of Operations that the Symptom Monitoring Room has been occupied and needs to be disinfected.

- f) The COVID Responder and all employees can continue their normal work duties.
  - g) The Site/Assistant Site Director sends the ill student/visitor home OR contacts the student's parent/guardian if the student is under the age of 18, to come to pick them up. If a parent/guardian is not available to pick the student up, a designated Metro Tech driver will drive the student home in the MTC Activity Bus and will follow all safety protocols for student transportation described in this document.
    - (1) The Site Director notifies an MTC Contact Tracer of the situation. The Contact Tracer then contacts the ill student or parent/guardian to advise them on the CDC guidelines for home care and provides printed materials and CDC website.
      - (a) Adult students OR parents/guardian will be encouraged to seek medical care for themselves or their child.
    - (2) The student is set up for online or remote classes.
    - (3) The Student can return to school when
      - (a) At least 24 hours have passed with no fever (without the use of a fever suppression medication) **AND**
      - (b) Symptoms have improved **AND**
      - (c) At least 10 days have passed since symptoms first developed.
  - h) If during the 10 day period, the ill student/visitor is found to test positive for COVID-19, the MTC COVID Responder will need to quarantine at home, as will all students and employees that had close contact with the COVID-19 positive student/visitor. Refer to procedures for Tier 1 persons in Section 1) a) and Tier 2 persons in Section 1) b) c) and d).
- 3) An employee arrives to work with a fever of 100.4 degrees or above, OR develops symptoms of COVID-19 while at work, OR an employee notifies another employee that they are feeling ill with potential symptoms of COVID-19, OR an employee notices that an employee is displaying potential symptoms of COVID-19.**
- a) If a fever of 100.4 degrees or above is measured at the temperature check station, the attendant will tell the employee to step to the side, six feet away from anyone in the area. To ensure the elevated temperature reading was not caused by elevated ambient temperature, the attendant will retake that person's temperature after they have acclimated to the indoor air space, approximately five minutes. If after the retake, the temperature is still at 100.4 degrees or above, the attendant notifies the employee's supervisor or Site/Assistant Site Director immediately by phone. They do not leave their post at the temperature check station until released by the Site/Assistant Site Director.
  - b) If the potential COVID-19 symptoms are observed during the work day, the employee will notify their supervisor immediately by phone.

- c) The supervisor or Site/Assistant Site Director must keep socially distanced from the ill employee and will immediately send the employee home. The supervisor notifies an MTC Contact Tracer to inform them of the situation. The Contact Tracer then contacts the employee and provides them with CDC guidelines for home care and provides printed materials and CDC website. The COVID-19 Symptom Report form found on KALMS must be filled out. That form is submitted to HR.
  - i) If the ill employee must wait for a ride or needs a ride home, the supervisor contacts an MTC COVID Responder or the Site/Assistant Site Director for that site. That list is kept on KALMS. Arrangements will be made for a designated Metro Tech driver to drive the employee home in the MTC Activity Bus.
  - ii) The COVID Responder or Site/Assistant Site Director accompanies the ill employee to the designated Symptom Monitoring Room for that site. List is kept on KALMS and noted below.
  - iii) The person accompanying the ill employee MUST:
    - (1) Wear a face-covering and face shield and will provide a face covering to the ill employee if they do not have one. Employees MUST wear a face covering.
    - (2) Wear disposable gloves if contact with the ill employee is necessary.
    - (3) Maintain social distance as much as possible.
    - (4) Take the employee's temperature, does a visual assessment, and asks the employee how they are feeling. This information is recorded on the COVID-19 Symptom Report form found on KALMS. That form is submitted to HR.
    - (5) Monitor the ill employee until the supervisor or Site/Assistant Site Director releases them of that duty.
    - (6) Properly disposes of all used PPE and thoroughly washes their hands.
- d) The supervisor notifies the Chief of Operations that the Symptom Monitoring Room has been occupied and needs to be disinfected.
- e) The COVID Responder and all employees can continue their normal work duties.
- f) Supervisor sets the employee up for work from home.
- g) Employee can return to work when
  - (a) At least 24 hours with no fever (without the use of a fever suppression medication) **AND**
  - (b) Symptoms have improved **AND**
  - (c) At least 10 days have passed since symptoms first developed.
- h) If during the 10 day period, the ill employee is found to test positive for COVID-19, the MTC COVID Responder will need to quarantine at home, as will all students and employees that had close contact with

the COVID-19 positive employee. Refer to procedures for Tier 1 persons in Section 1) a) and Tier 2 persons in Section 1) b) c) and d).

**4) An MTC employee or student is contacted by an Oklahoma State Department of Health Contact Tracer, or a Tier 1 person, or their sending school, or by other means that they have been in close contact with a person positive for COVID-19 during the infectious period. MTC will refer to this person as a Tier 2 person. The Tier 2 person may be infected with COVID-19 whether showing symptoms or not.**

- a) The Tier 2 person must complete the online COVID-19 Exposure Report Form that is found on KALMS and the MTC Website.
- b) Refer to Section 1) c) and d) for necessary response for the Tier 2.
- c) An MTC Contact Tracer is notified and may identify what employees and students have been in close contact with the Tier 2 person.
  - i) MTC will refer to these identified persons as Tier 3 persons.
  - ii) The Tier 3 employees and students, or their parent/guardian if minors, may or may not be notified.

**5) An employee or student was, or believes they were, in contact with a Tier 2 person that was or was not contacted by OSHD.**

- a) MTC will refer to this employee or student as a Tier 3 person.
- b) MTC will follow OSDH and OCCHD protocol and consider the Tier 3 person as un-affected. The employee or student will continue their current work and school status.
- c) If the Tier 2 person that the Tier 3 employee or student had contact with becomes a positive COVID-19 case, a Tier 1 person, then the Tier 3 employee or student would then be considered a Tier 2 and then would be required to quarantine at home. Refer to Sections 1) and 4).

**6) A student or employee reports that they live with someone that is showing signs of COVID-19, but has not been tested.**

- a) MTC will refer to this employee or student as a possible Tier 2 person.
- b) The possible Tier 2 person must complete the COVID-19 Exposure Report form found on KALMS. The form is submitted to HR and MTC Contact Tracers.
- c) The possible Tier 2 person must be sent home for remote work or school.
- d) An MTC Contact Tracer will inform the employee or student, or parent/guardian if under the age of 18, on CDC guidelines for living with someone showing COVID-19 symptoms and provide printed materials and the CDC website.
- e) It is highly recommend that the ill person they are living with get tested for COVID-19.

- f) The employee or student cannot return to campus until either the ill person tests negative or the employee or student quarantines according to the procedures for Tier 2 persons in Section 1)b)c) and d).
- g) If the ill person they are living with tests positive for COVID-19, the employee or student is then considered a Tier 2 person. Refer to procedures for Tier 2 persons in Section 1) b) c) and d).
- h) If the Tier 1 person that the employee or student lives with cannot isolate themselves from the T2 person, the official day count for the quarantine period for the Tier 2 person begins after the Tier 1 person has completed their isolation period.

**7) Each Site will monitor absenteeism**

- a) Absentee rates of employees and students will be tracked and monitored by HR, the Chief Officer of Instructional Sites and the Site Directors/Supervisors.
- b) If the combined absentee rates of MTC employees and students at a Site reaches 10% or more
  - i) The Site director/supervisor will notify HR and the Chief Officer of Environmental Safety and Regulatory Affairs and they will discuss the situation with the Superintendent, OSDH and OCCHD to determine if a Site shut down is necessary.
  - ii) If a site shutdown is necessary, all MTC employees and MTC students/parents at that Site will be notified by the Site Director or Superintendent.
  - iii) That site will conduct online classes and remote work until the Superintendent in consultation with the Chief Officer of Environmental Safety and Regulatory Affairs and OSDH determines that in person classes and onsite work can resume safely.
- c) If two or more sites are required to shut down due to absenteeism, a designated MTC Contact Tracer will discuss with OSDH if a campus-wide shutdown is necessary. The Information will be relayed to the Chief Officer of Environmental Safety and Regulatory Affairs and the Superintendent.
  - i) If a campus-wide shutdown is recommended and deemed necessary by the Superintendent, all MTC employees and MTC students/parents will be notified by the Superintendent.
  - ii) A District-wide shutdown could also be considered by the Superintendent.
  - iii) If a campus or the district is shut down, classes and work will be conducted remotely until the Superintendent in consultation with the Chief Officer of Environmental Safety and Regulatory Affairs, the MTC Contact Tracers and the OSDH determines it safe to return onsite.

**NOTE: Any spaces identified as locations occupied by a positive COVID-19 case will be closed off and deep cleaned and sanitized by MTC custodians that have been trained to follow the CDC disinfecting guidelines.**

**NOTE: Symptom Monitoring Rooms are:**

ACC- A108

BCC- F24 and J18B (exit vestibule)

CCTC- 104

Cosmetology- HCC B117

Downtown – #03.018

EDC – 153

HCC- B117

ITC- HCC or BCC space (there is no space identified in ITC)

SBC- ATC 102

STEM- 100 M

SVC, TMC, WH – SVC 111D

## ADDITIONAL HEALTH INFORMATION NOT SPECIFIC TO COVID-19

**Oklahoma State Department of Health rules under OAC Section 310:520-1-4 states:**

- (a) Diseases for which children should be excluded are shown on Appendix A of this Chapter. These are suggested periods of exclusion and can be modified on the circumstances surrounding the problem.
- (b) When school officials have reasonable doubt as to the contagiousness of any person who has been excluded from school for an infectious diseases, they may require a written statement from the county health department director, county superintendent of health, school nurse, or a private physician before the person is permitted to re-enter school.
- (c) The superintendent, teacher, or other official in charge of any school may exclude any child suffering from or exhibiting the following symptoms:
  - (1) fever alone, 100 degrees Fahrenheit;
  - (2) sore throat or tonsillitis;
  - (3) any eruption of the skin, or rash;
  - (4) any nasal discharge accompanied by fever;
  - (5) a severe cough, producing phlegm; or
  - (6) any inflammation of the eyes or lids.

- (d) The decision to close schools in times of epidemics should be made by the school authorities in consultation with public health officials. In times of epidemics, the teachers should be unusually alert for signs of illness and report any symptoms of illness to the proper authorities.

## CONCLUSION

As a reminder, the 2020-21 school year’s instructional format may change to ensure student and staff safety, which could include transitioning to and from online learning and/or face-to-face and a combination of both instructions. School leaders may adjust processes based on the program’s learning environment at any given point throughout the school year. It is important that students and parents pay close attention to alerts and links to our website for the most up-to-date information. Metro Technology Centers District Emergency Response Team is a dedicated group of professionals that created a plan for the 2020-21 school year that is safe and effective for students, families, and staff.

Families and community members can help combat the spread of COVID-19 by following these simple, easy steps that prevent the spread of ALL contagious viruses.

**FAMILY STEPS TO PROTECT AGAINST VIRUSES**

-  **REGULARLY WASH HANDS**  
Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer when soap and water are not available.
-  **STAY HOME WHEN SICK**  
Students and staff who are sick should **STAY HOME**. This is one of the most important ways to prevent the spread of any virus.
-  **COVER YOUR MOUTH**  
Cover your mouth with your upper arm or a tissue when coughing or sneezing. Avoid touching your eyes, nose, and mouth with unwashed hands.
-  **AVOID CONTACT WITH SICK**  
Avoid close contact with people who are sick. If you cannot prevent this, make sure to wash hands.
-  **CLEAN AND DISINFECT**  
Clean and disinfect frequently touched objects and surfaces.

## REFERENCES

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

OSDE - <https://sde.ok.gov/sites/default/files/Return%20to%20Learn%20Oklahoma.pdf>

OSSBA - <https://www.ossba.org/resources/coronavirus/covid-19-map/>

OSDH - <https://coronavirus.health.ok.gov/>

OCCHD - <https://www.occhd.org/COVID-19>

OSHA - <https://www.osha.gov/SLTC/covid-19/>

<https://www.osha.gov/Publications/OSHA3990.pdf>